

WAIS, Inc.

STAFF MEETING AGENDA

August 29, 1994

I. Weekly Business Reports

- A. Sales
- B. Accounts Receivables
- C. Human Resources/Administration
- D. Product Development
- E. Services Development
- F. Support

II. Meeting Objective

WAISServer 2.0 Beta Test

III. Issues for the Week

- A. Dan & Bruce – report on N.Y. meetings
- B. Birthdays Party at Tied House

IV. Summary

8/22/94 Meeting Minutes

AR:
\$90K received MTD

Sales:
MTD bookings: \$119.75K

HR/Admin:
Mtg. between Dia and John

Development:
WAISexec relevance feedback
Preliminary Beta documentation 1-2 weeks, V. 2
V. 2 Protocol server
Testing for Beta
WAIS Forwardar Manual new version
Adobe Acrobat

Services:
Scholastic maintenance contract
AOL spec. started
DJ WAISGate

Schedule Support Mtg.

Microsoft NT

P.D

SD I
Selected Disse of Info KBO - ^{regular} update on selected topic

Protocol - V2 Server more advancements

Fulcrum derivative release date?

Services

DJ Alpha off → ^{power failure} set up "real" back up site

Intel - Phase III finished

Intel Port to Windows 150K - ongoing deal

DJ - Resellers for WHIS - ours
Launching product

Support

escalation procedures

Sandia Labs - 10K for support

Acrobat / common Ground

Mtg Fri 4pm

Server 2.0 - Sept. 31 1st ship date
weekly release ↑ fill

Mtg. on Version 2.0 - ~~BK, B67~~

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Total In for Current Month	This month Committed	Total this month In & Committed	Forecasted September	Forecasted October	Forecasted November	Forecasted for Beyond Nov	Total Receivables
\$155,573	\$15,000	\$170,573	\$260,850	\$24,200	\$10,063	\$34,388	\$670,647

Dollars Collected for Month-to-date (Aug)	Current Month Revenue Quota	% of MTD Attainment	\$ Collected YTD FY95	Revenue Quota YTD	% of YTD Attainment	Collected in Past Week
\$155,573	\$167,000	93.16%	\$249,573	\$3,000,000	8.32%	\$65,105

Sept | Oct | Nov | beyond
 274,050 | 49,200 | 44,450 | 34,388

Accounts Receivable Report ** 8/29/94 1:53 PM ** COMPANY CONFIDENTIAL

Customer (City, State)	Invoice #	Invoice Date	Terms	IN	Committed	September	October	November	Balance	Last Action	Next Action
Products											
New York Law Publ	NYL001	6/7/94	Net30	\$15,000						Check Rec'd 8/11/94	
US Dept of Comm	DOC001	6/21/94	Net30						\$21,000	Voicemail- pay 15k earlier?	
Novix	NVX001	6/28/94	Net30	\$6,500						Check Rec'd 8/12/94	
PacBell	PCB001	7/6/94	Net30	\$10,000						Check Rec'd	
Cambridge Info	CSA002	7/6/94	Net30			\$12,000				8/25 will try to pay in August	Call if not here by 9/1
USGS	USG001	7/11/94	Net30				\$15,000			On hold- Partial payment a possibility?	
NASA GSFC	NSA001	7/18/94	Net30	\$15,000						Received	
Draper Labs	DPR001	8/3/94	Net30		\$15,000					Check in mail 8/26	Call if not here by 9/1
TASC	TSC001	8/5/94	Net30			\$20,000				8/26-holding for payment approval	Call Bruce Simpkins 8/29
Sandia NL (Albuquerque, NM)	SNL001	8/17/94	Net30			\$15,000					Call 9/1
Martin Marietta (Oak Ridge, TN)	MMI001	8/17/94	Net30			\$17,750					Call 9/1
WestLaw	Renewal			\$10,000						Pd support & maintenance renewal	Call 9/1
EG&G (Idaho Falls, ID)	EGG003	8/22/94	Net30			\$5,000					Call 9/1
NSWC (Dahlgren, VA)	NSW001	8/25/94	Net30			\$1,000					Call 9/1
Rice Univ	Renewal					\$5,000					
PC Ware/Open Source						\$160,000				Automatic payment w/in 30 days of Inv	
NSF (Arlington, VA)	NSF001	8/29/94	Net30			\$15,000					
				\$56,500	\$15,000	\$250,750	\$15,000	\$0	\$21,000		
Information Services											
Dow Jones	N/A					\$5,000	\$5,000	\$5,000			
Intel	INT002	7/5/94	Net30	\$10,000						Paid	
Scholastic	SCH001	7/22/94	Net30	\$25,000		\$3,000	\$3,000	\$3,000		Paid	
AOL	AOL001			\$25,000						Paid	
CMP	N/A			\$15,000		\$13,200	\$25,000	\$34,400		Paid initial amount	
				\$75,000	\$0	\$21,200	\$33,000	\$42,400	\$0		
Contracts											
RJO/DTIC	RJO002	8/2/94		\$13,968							
PRC/Open Source	PRC005	1/6/94	90						\$12,150	Need info from Dan before calling Ed N.	Get info & call this week
RJO/DTIC	RJO005	3/28/94	90	\$1,988						Rec'd	
RJO/DTIC	RJO004	3/28/94	90	\$4,755						Rec'd	
RJO/DTIC	RJO003	3/28/94	90	\$400						Rec'd	
RJO/DTIC	RJO006	4/4/94	90	\$2,963						Rec'd	
RJO/DTIC	RJO007	4/30/94	90			\$2,100				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO/DTIC	RJO008	6/1/94	90				\$1,200			8/22 - not yet approved by Huddy?	
RJO/DTIC	RJO009	7/1/94	90					\$2,063		8/22 - not yet approved by Huddy?	
RJO/DTIC	RJO010	8/1/94	90						\$1,238		
				\$24,073	\$0	\$2,100	\$1,200	\$2,063	\$13,388		

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\$155,573	\$15,000	\$170,573	\$274,050	\$49,200	\$44,463	\$34,388	\$587,673

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